DOCUMENT RESUME

ED 032 0[illegible]

LI 001 365

By-Williams, Edwin E.

The Library Development Report: Boston Theological Institute.

Boston Theological Inst., Cambridge, Mass.
Pub Date Feb 69
Note-42p.
EDRS Price MF-$0.25 HC-$2.20
Descriptors-*Library Cooperation, *Library Networks, *Library Planning, *Library Programs, *Library Services
Identifiers-*Boston Theological Institute

This report deals with the problems relating to cooperative long-range planning for the seven Boston Theological Institute (B.T.I.) libraries. A single united library was considered and rejected as a solution to problems confronting these several libraries, because it would sacrifice the advantages of present decentralization by delaying responses to special needs, and by reducing flexibility in library services. This report suggested, instead, a number of means for improving services and increasing resources through work that could best be planned and administered centrally. Such projects included: a guide or handbook to the various libraries and their holdings, a library newsletter, and a list of periodicals currently received, which should eventually be developed into a union list of serials. A Current Theological Bibliography was recommended which would list what is available in the Boston area and would enable the scholar to scan what is being acquired. One further recommendation was made that the B.T.I. librarian serve as a coordinator for personnel placement, and that he work on the improvement of communications between libraries. (Author/RM)

ED032076

101 BRATTLE STREET
CAMBRIDGE, MASS 02138
617 – 547-0557
WALTER D. WAGONER
DIRECTOR

LI 001365

THE LIBRARY DEVELOPMENT REPORT

Boston Theological Institute

The problems relating to cooperative long-range planning for the seven B.T.I. libraries are of such a complex nature, foreclosing quick and premature judgements, that the B.T.I. librarians requested the consulting services of an outstanding librarian.

This report represents the careful thought of Mr. Edwin E. Williams, of the Widener Library, and Editor of "The Harvard Library Bulletin". It is a fine analysis and development guide which now serves as the basis for our planning, staffing, and fund-raising. It is also a singular contribution to theological librarians across the country.

Walter D. Wagoner

February, 1969

LI 001365

RIC/CLIS
MAR 31 '69
UNIVERSITY OF MINNESOTA

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

ACKNOWLEDGEMENTS

For the time generously given by those who were consulted in the course of this survey and for the valuable ideas and information they contributed, the author is deeply indebted. Throughout the project he was assisted by the Director of the Boston Theological Institute, Dr. Walter D. Wagoner, and members of the Library Committee: Rt. Rev. John A. Broderick (St. John's), Chairman; Dr. Larry L. Bothell (Episcopal Theological School); Rev. Brendan C. Connolly, S.J. (Boston College); Dr. Maria Grossmann (Andover-Harvard); Rev. Ellis E. O'Neal, Jr. (Andover Newton); Miss Molly Spore (Weston); and Rev. William E. Zimpfer (Boston University). The author is also grateful to Rev. Dean Timothy Andrews of the Holy Cross Greek Orthodox Theological School of Hellenic College, Mr. Earl Borgeson of the Harvard Law School, Dean John Dillenberger of the Graduate Theological Union, Miss Janet E. Elliott of the Church Divinity School of the Pacific, Rev. David E. Green of the San Francisco Theological Seminary, Miss Elisabeth Hodges of the Episcopal Theological School, Mr. Richard D. Johnson of the Honnold Library, Dr. Stillson Judah of the Graduate Theological Union, Rev. Laurence W. McGrath of St. John's, Mr. Colin McKirdy and Mrs. Susan K. Martin of the Harvard University Library, Mr. Vaclav Mostecky of the Harvard Law School, Mr. Douglas Stange of the Andover-Harvard Library, and Rev. Ernest W. Tune of the School of Theology at Claremont.

E.E.W.

CONTENTS

The Base for a Program 4

Information on Libraries and Their Holdings 7

A Guide or Handbook 7
A Library Newsletter 9
A List of Periodicals Currently Received 10
A Union List of Serials 11
Union Catalogue Problems 11

A Current Theological Bibliography 15

Scope and Content 16
Arrangement 18
Automation 19
By-Products 19
A Preliminary Survey of Acquisitions . . 20
Financing 21

The Coordination of Acquisitions 22

Definition of Policies 25
Specialization Agreements 26
Duplication 28

Centralization of Processing 29

Personnel Services 31

Interlibrary Communications and Use 32

Administration 34

Conclusions 35

—

Recapitulation of Recommendations 38

—

Appendix A: Data on the Current Legal Bibliography 41

Appendix B: Results of Checking Serial Receipts . . 42

FIRST STEPS TOWARD A LIBRARY PROGRAM FOR THE BOSTON THEOLOGICAL INSTITUTE

THE BASE FOR A PROGRAM

Genuinely outstanding resources for teaching and research are provided by the libraries of institutions belonging to the Boston Theological Institute, and very strong supplementary resources are accessible in neighboring libraries. The B.T.I. schools are now spending more than $100,000 per year for books and periodicals, and their library holdings total more than 700,000 volumes. In other theological libraries of the Boston area and in the rich church-history collections of the Widener and Houghton libraries at Harvard there are at least 700,000 more; a grand total of more than 1,500,000 theological books in the Boston-area libraries would be a conservative estimate in view of the relevant materials to be found in specialized libraries at Harvard, in historical libraries, and in the Boston Public Library, Boston College, Boston University, and Brandeis. There is duplication of course, but in no other American metropolitan area have such diverse libraries been building theological collections over so many years; even if millions of dollars were available for the purpose, it would take decades of effort for any new theological research center to match Boston's library wealth.

The Boston Theological Institute is naturally eager to make the most of these impressive but dispersed resources and to increase them still further, making the most of available funds by avoiding needless duplication of books and of labor. These are not new questions. The libraries now affiliated with the B.T.I. were cooperating, though informally for the most part, long before the Institute was conceived. Each was used to some extent by persons not connected with its own institution, each disseminated more or less information regarding its holdings, and each, in selecting additions to its collections, took some account of the resources of other libraries. A B.T.I. library program should help the libraries to do more along these lines. Two important steps have already been taken under its aegis: Each library has formally extended full privileges to faculty and students of each of the other institutions, and a list of current periodicals received by eight libraries has been compiled and duplicated, thanks to the Boston Public Library and, in particular, to the efforts of Rev. Richard D. Tetreau, S.J.

A surveyor was then asked to consider what the next steps in a B.T.I. library program ought to be. This is the surveyor's report. It will not advocate sudden and drastic changes in the B.T.I. libraries or in their relationships with one another or with their neighbors. Physical union of all the theological libraries——the goal that Berkeley hopes to reach in the immediate future——seems to be out of the question for Boston. Neither centralized acquisition nor centralized cataloguing appears to be practicable, though certain activities to be proposed here may in time lead to some degree of centralization. In theory, clearly

defined agreements on specialization in collecting might be desirable immediately, but the surveyor does not know enough to recommend what the agreements should be; some of the projects to be proposed here ought eventually to produce information that will be essential in drafting such agreements. Improved communications between libraries and better facilities for inter-library use ought to be developed, but the B.T.I. is still in its infancy and it seems prudent not to install an elaborate system until there is convincing evidence that it would be used enough to justify its cost.

Cautious and conservative as he may be, however, the surveyor is convinced that an active B.T.I. library program ought to begin as soon as possible and that it will require far more work than can be contributed by the very busy librarians of the member institutions. Consequently it has already been proposed that a B.T.I. Librarian, with a secretary, be employed, and this recommendation was approved by the Trustees of the Institute in December 1968. It is hoped that a secretary can be engaged in the immediate future, and that the B.T.I. will have a librarian starting work in July 1969.

This report, therefore, will be chiefly concerned with projects that may be undertaken by the B.T.I. Librarian. It will attempt to identify and consider basic problems that he will encounter as he develops the program outlined here. For the most part it will indicate possible solutions rather than advocate a single one; decisions will have to be worked out in the light of growing experience with co-operative effort and will need the active support, not merely the assent, of librarians and other officers of the member institutions.

To a considerable extent, moreover, decisions on B.T.I. instructional and research programs will need to precede decisions on library collections and services.

INFORMATION ON LIBRARIES AND THEIR HOLDINGS

If there were not already strong library collections of theological books in the Boston area, the first essential would be to build collections. As it is, however, scholars in the B.T.I. schools have inherited a great wealth of research materials, and the greatest need is for more information on what has already been collected here and where it is. This is equally essential as a basis for intelligent planning to maintain and further strengthen library resources. It seems logical, therefore, to begin by considering four projects that fall under the heading of information on libraries and their holdings, and to recommend that the B.T.I. Librarian give them a high priority.

A Guide or Handbook

A booklet that might be entitled "A Guide to Resources for Theological Research in Libraries of the Boston Area" is needed, and the B.T.I. Librarian should be responsible for compiling and preparing it for publication. The task should contribute substantially to his own education; it is recommended that he begin as soon as he takes office and that the first edition be scheduled for publication early in 1970. New editions should appear annually, and the first, it must be emphasized, would be far from definitive. Indeed, each edition should be

prefaced with an invitation to scholars to criticize it and to supply further data for inclusion.

The Guide should attempt to cover all libraries in the Boston area that have materials of any significance relating to theology or church history, and it should give some attention to resources in fields such as psychology and urban studies that are of particular interest to many professors and students in B.T.I. schools. The information given for each library should include its name and location, hours of opening, telephone number, and the name of its chief librarian and (at least) the head of its reference department. Any special regulations or restrictions on use should be noted. While the Guide cannot be a complete handbook for use of each library, it ought to call attention to unusual features of card catalogues and to any special catalogues or lists that may be useful to theological students. Floor plans will be desirable in some cases. The most difficult portion to prepare——and the portion that ought to be expanded from edition to edition with the help of advice from scholars who use the libraries——will be the descriptions of collections. These descriptions should be well indexed, and the introduction to the Guide should give a general view of resources and identify the strongest collections in each major field of theological research.

A publication of this kind can be particularly useful in calling attention to collections that may not be widely known or may be located in a library where one might not expect to find them——Methodist history at Boston University will hardly be news to the scholar, but a remarkable collection on Mormonism in the Widener Library may be.

There is no need to mention reference works that are generally available, but the Guide should note that Andover-Harvard is acquiring the 600-volume edition of the National Union Catalog. Likewise, the Guide should include information on Harvard's published Arabic and Hebrew catalogues and on the Widener Shelflists; when materials on primitive religions in the Peabody Museum Library are mentioned, it should be noted that the catalogue of this library has been published, and libraries in which copies are available should be listed.

While the primary purpose of the Guide will be to help students and professors in search of information, it should also serve to enlist support for cooperative action by libraries. A description of the great resources that are here ought to be the most persuasive possible argument for a program of action to make them more accessible.

A Library Newsletter

Theological library news of the Boston area should be reported in a quarterly (if not a monthly) publication. To some extent this would serve as a current supplement to the Guide by describing important acquisitions and noting changes in staff, hours of opening, etc. A library section of a general B.T.I. Newsletter or Bulletin would be an alternative to a separate library publication; in any case, the B.T.I. Librarian should be responsible for gathering and reporting the news. Another alternative would be to develop a more ambitious Quarterly Journal of Acquisitions containing bibliographical articles and studies of special collections.

A List of Periodicals Currently Received

Father Tetreau's list, which has already been mentioned, gives the titles of periodicals currently received by the Gordon Divinity School Library and six B.T.I. libraries (Boston College, which has no separate theological library, was not covered); in addition it indicates which of these periodicals are also received by the Boston Public Library, and it lists an additional 33 theological titles that are to be found there but not in any of the other libraries. In all, 1,990 titles are enumerated. This list was published on 29 March 1968, and most of the B.T.I. libraries have supplied cards to the Boston Public Library for corrections and additions.

A revised edition, including holdings of additional libraries, should be published as soon as possible. There should be annual editions thereafter, and it will undoubtedly be several years before all the relevant titles in libraries of the Boston area can be identified and included. This suggests the desirability of punching cards or tapes to put the list into machine-readable form; once this has been done, production of each new edition will require keypunching for corrections and additions only, rather than re-typing of the entire list. An existing program might be used; the one that produces Harvard's Current Journals in the Sciences is a possibility, but use of a Boston College program would be preferable if it facilitated the incorporation of machine-readable data already available for Boston College and Weston holdings. Some consideration should also be given to eventual use of the data in preparing a complete union list of serials, which is the next project to be considered here.

In accordance with a recommendation made while this survey was in progress, the Trustees of the B.T.I. have already appropriated funds that can be used during the current semester (January-June 1969) to employ a B.T.I. Library secretary and publish a computerized edition of the current periodicals list, so this project may get under way in the immediate future. The Data Processing Department of the Harvard Library has been consulted and will probably be able to do the keypunching (at cost) if requested.

A Union List of Serials

To list all serial publications and report holdings of each title would be a considerably more ambitious project than the current periodicals list. A year or two of experience with the latter would seem to be desirable before the B.T.I. Librarian makes plans for a full union list of serials. It should also be noted that the Library of Congress has established a Serials Data Program, which is described as a computer-based bank of information on serials, one function of which will be to supply machine-readable data for local use. Possibly, therefore, when the B.T.I. is ready to proceed with a union list it will be able to draw upon a national bank.

Union Catalogue Problems

A union catalogue——even a highly imperfect one——obviously would be useful. Indeed, it seems reasonably safe to predict that the B.T.I. will eventually have one; in a sense, the burden of proof falls on the advocate of delay rather than the activist who wants to more toward a union catalogue at once. Nevertheless, it will be

argued here that a union catalogue would be premature now and that it may be preferable to put such a catalogue together piece by piece rather than produce it by means of a single massive card-photographing project.

An "instant" union catalogue presumably would have to be produced by photographing existing cards from the catalogues of B.T.I. libraries and other collections that were to be included. Since there is no uniformity in classification or subject-heading systems, it could only be an author (i.e., main entry) catalogue, without any subject approach to resources. Many of the existing cards are unsatisfactory for reproduction, and a careful study would be required to determine how much re-typing and editing would be absolutely essential.

A serious objection to such a catalogue is the impossibility of including in it the holdings of the Harvard College Library (the Widener and Houghton collections). There are perhaps 140,000 volumes on theology and church history in this library, and a particular effort has been made for many years to avoid needless duplication of Andover-Harvard; relatively few of these books, therefore, are to be found in the largest of the B.T.I. libraries, and there can be little doubt that a large percentage of them are not in any other library of the area. A union catalogue of theological books of the Boston area, if it left out the holdings of the Harvard College Library, would leave out a collection surpassed in size and in research value only by Andover-Harvard.

The cards for these books are scattered through several million other cards that make up the Public and the Union (or Official) cata-

logues of the Harvard Library. Perhaps half the books are classified in C, CP, and R; but there are subdivisions for ecclesiastical history in the history classification for each region, country, and locality, so the remainder are widely dispersed on the shelves. The shelflists are not on cards, but in loose-leaf volumes with many of the entries in mansucript.

The Widener Library is now engaged in replacing its antiquated shelflist; the entries are being keypunched and, when each major segment of the classification is completed, the computer prints out a list in classified arrangement by call number, an alphabetical author list, and a chronological list by date of publication; the print-outs are then reproduced photographically and published. Twenty volumes, covering something like one fifth of the entire collection, have already been issued.

The B.T.I. might properly suggest that C (Church History) and R (Religion) be scheduled for keypunching at an early date. (CP, covering periodicals on church history, has been published.) It might also suggest the inclusion with these print-outs of the entries for books in "ecclesiastical history" sections of all other classifications that have been keypunched by the time C and R are completed. (History classifications that have been published thus far include Africa, large areas of Asia, Latin America, Russia since 1917, and the United States.)

Thanks to the Widener shelflist project, therefore, the B.T.I. libraries can look forward to having on their own shelves a record of Widener Library theological holdings——not only an author list,

but classified and chronological lists as well. This should be extremely useful; it might also become the first installment of a union catalogue for the Boston area. Keypunching entries for the holdings of B.T.I. and other libraries might be too expensive to consider if it served only to produce a union catalogue, but it is possible that a computerized union catalogue may be a useful by-product of catalogue automation. There are proposals for putting the catalogue of the Library of Congress or even the National Union Catalog into machine-readable form; if this is done, the B.T.I. libraries might be able to automate their catalogues without keypunching entries for any books except those not already listed in the national store of bibliographical data. They might even be reimbursed for keypunching these entries because these would be additions to that store.

While automation may produce something substantially better than is now possible, there can be no assurance of this. If a union catalogue appeared to be the essential first step in a comprehensive library program for the B.T.I., it would be a mistake to wait. As has already been said, even a poor union catalogue would be useful; if a benefactor should offer topay for one at once, he certainly ought not to be discouraged. But it cannot be recommended that the B.T.I. concentrate its efforts on an "instant" union catalogue at the cost of postponing or renouncing other projects that will be proposed here. The next section of this report will deal with an undertaking that, in the opinion of the surveyor, deserves a higher priority.

A CURRENT THEOLOGICAL BIBLIOGRAPHY

A union catalogue would be useful to libraries and scholars far beyond the Boston area because it would list many books that are not to be found in other libraries or other published catalogues. This is an important consideration; the B.T.I., like an individual, will be fortunate indeed if it can do useful work that could not otherwise be done equally well if it were done at all. But a union catalogue is not the only project to which the B.T.I. can bring qualifications that cannot be matched elsewhere. As an alternative to contributing by means of a union catalogue to retrospective bibliography, the B. T.I. should consider the possibilities of current theological bibliography. In this field, moreover, there appear to be few reasons for suggesting delay and many for urging prompt action. This is not to suggest that the B.T.I. need only decide to act; a long series of decisions must be considered.

Pending these decisions, the proposed publication cannot be described in detail. It would be a B.T.I. Current Theological Bibliography, listing both books and periodical articles, based on current acquisitions of libraries in the Boston area, published monthly, with annual and perhaps quinquennial or decennial cumulations. An analagous publication is the Current Legal Bibliography of the Harvard Law School Library (see Appendix A), and one might also cite the Index Medicus of the National Library of Medicine. If no confederation of libraries such as the B.T.I. now produces a major subject bibliography, this does not seem to demonstrate that the idea is unsound. There is

no single library of the stature, in theology, of the Harvard Law School Library and the National Library of Medicine in their fields. Collectively, the B.T.I. can bring to bear outstanding resources, particularly since the cooperation of neighboring libraries can be assumed.

There seems to be little doubt that such a publication would be welcomed by scholars as a valuable subject bibliography and by libraries as a book-selection guide also. Another safe prediction is that it would lead to considerably increased use of Boston-area theological libraries by scholars in other regions as well as by those who live here. The experience of the Harvard Law School demonstrates that publication of a bibliography of this kind brings a substantial increase in the number of requests for inter-library loans and for photocopying.

As a basis for planning this publication it will be necessary to consult numerous librarians and scholars, to survey theological bibliography in some detail, and to make statistical samplings of current publication in the subject. These will have to be tasks for the B.T.I. Librarian; this report can only suggest some of the questions that will call for consideration.

Scope and Content

A number of problems under the heading of scope and content are related to selectivity. One could argue that, if any participating library has decided that a book or pamphlet is worth adding to its collection, this is evidence enough that the item may be of interest

to scholars and to other libraries. On the other hand, juvenile literature, textbooks, ephemeral pamphlets, and works completely non-theological in content may be acquired——perhaps not as permanent additions to the collection——to meet some unusual local need. It will probably be more difficult still to define policies governing the inclusion of periodical articles; there are notes, news items, letters to the editor, and other items that, though normally unimportant, may occasionally be as significant as a scholarly article. A policy on book reviews obviously must be determined.

There are also questions regarding the extent to which the bibliography should attempt to cover the content of predominantly non-theological publications. In some ways, one of the most useful things it could do would be to record articles that are likely to be missed by theological scholars because they appear in general, historical, philological, or other journals. In addition, policy decisions will be needed on books and articles in fields such as psychology and urban studies, which are being collected by B.T.I. libraries and evidently will be of interest to many other schools although they cannot be classified as theology.

Some linguistic limitations are probably inevitable; inclusion of Harvard University Library acquisitions in Chinese and Arabic, for example, might seriously complicate the production of a bibliography. Hebrew publications may be a special problem.

Questions will arise regarding duplication of bibliographical data that is already being provided by satisfactory periodical indexes and abstracting services. The scholar undoubtedly would prefer

to have "everything" in a single bibliography, but ethical as well as economic considerations might lead to a decision to exclude the content of periodicals covered in publications such as the A.T.L.A. and the Catholic periodical indexes; the B.T.I. will properly hesitate to compete with these publications, and may find that its undertaking will be of more manageable proportions if it restricts itself to supplementing them, yet usefulness obviously will be impaired if major articles are omitted and the scholar must always consult other indexes to make sure that he has not missed important materials.

It must also be decided whether there is to be any evaluation of the items listed, which evidently would add to the difficulties of the project. Annotations are another question; it can be assumed that abstracting will not be attempted, but some annotation——at least to the extent of clarifying ambiguous titles——may well be desirable, and translations should be supplied for titles in languages other than English, French, and German.

Arrangement

There are at least three basic plans of arrangement from which to choose——a classified listing with author index, a subject-heading arrangement (also, presumably, indexed by author), or a "dictionary" listing of subjects and authors in a single alphabet. In any case it will be necessary either to adopt an existing classification or subject-heading system or to devise a new one for the purposes of this bibliography. Classifications designed for library book collections, it should be noted, often do not prove satisfactory for peri-

odical articles; subject-headings, likewise, may need to be more detailed for a bibliography than for a library catalogue.

Automation

The decision on arrangement may be affected to some extent by the particular capabilities (and incapabilities) of the computer if, as seems reasonable to expect, it is decided to produce the bibliography by an automated system. It should not be taken for granted, however, that automation is to be the choice; the Current Legal Bibliography successfully uses less fashionable methods, and a careful comparison of possible products and of costs should be made as a basis for the decision on automation.

By-Products

Among the considerations favoring automation will be the useful by-products that it should be capable of providing. Boston-area libraries, for example, might wish to have copies of a special print-out listing current book acquisitions and indicating, in addition to the libraries in which each book could be found, the call-number that each library had assigned to it. As these lists were cumulated they would form a collective B.T.I. catalogue of recent publications. It would also be possible to print out lists for special subject areas—even lists tailored to fit the interests of individual professors.

In addition to physical by-products of this sort, the project could be expected to encourage specialization in collection-building, and obviously it might lead to centralized acquisition and cataloguing of certain materials. Something more will be said of possibilities

along these lines in a later section of this report dealing with centralization of processing.

A Preliminary Survey of Acquisitions

Before offering the world a Current Theological Bibliography based on acquisitions of Boston-area libraries, the B.T.I. ought to survey these acquisitions in order to discover any existing lacunae and make plans for strengthening its acquisition program. This is not to imply that "everything" ought to be acquired by Boston-area libraries or included in the bibliography; but omissions, in the acquisitions program as in the bibliography, ought to be deliberate rather than inadvertant——the B.T.I. should know the scope of its program, and the preface to the Current Theological Bibliography ought to describe as clearly as possible its limitations with regard to types of material and subjects included.

A study of current acquisitions would be highly desirable even if there were no prospect of a bibliography, and such a study probably ought to have been undertaken as a part of this survey; unfortunately, like other desirable investigations, it must be left as one more task for the B.T.I. Librarian. All that has been done thus far is to check the list of current theological periodicals in Ulrich's International Periodicals Directory against the holdings reported in Father Tetreau's list; the result seems to demonstrate that checking of this sort with other lists will be useful, and that analysis of a list of current theological periodicals not received in the Boston area will help the B.T.I. to define its acquisition policies. (Appendix B

gives a statistical summary of holdings as reported by Father Tetreau and of the results of checking with Ulrich.)

Financing

It seems reasonable to assume that the B.T.I. will not find it possible to launch a Current Theological Bibliography unless it succeeds in obtaining a grant for the purpose from a foundation or an individual benefactor. It is recommended, therefore, that the B.T.I. direct its Librarian to prepare a detailed plan that will serve as the basis for an application for funds. This must cover all the questions of scope, content, arrangement, method of production, and by-products that have been suggested above, as well as others, no doubt, that have been overlooked here. The funds requested ought to be sufficient to purchase those publications that are not now being acquired by a Boston-area library but seem to be desirable in view of the survey of acquisitions. In order to estimate costs of the project it will obviously be necessary to determine as closely as possible how many items are to be listed, as well as to make plans for organizing the work of indexing and to decide upon the staff that will be required. The experience of the Current Legal Bibliography (Appendix A), the Index Medicus, Weston's New Testament Abstracts, and other publications should be studied. Promptness is of first importance for a bibliography of this kind, and it would be a mistake to sacrifice prompt listing in order to cut costs to the bone.

It has been assumed that a grant will be required to get the project started, but it must also be assumed that a grant will support it for a limited period only——perhaps five years——and that the

application must indicate how it is anticipated that the bibliography can be continued when it will have to depend on subscription income and financial support from the B.T.I. or its member libraries.

Investigation and planning may, of course, produce convincing evidence that the project is undesirable or impracticable. It might become clear that a general bibliography, as envisaged here, ought to be abandoned in favor of one or more specialized lists. Finally, regardless of how sound the proposal is, there can be no assurance that a grant will be obtained. Work on the project may end in disappointment, but the chance seems to be worth taking. Some of the preliminary work, particularly in surveying the adequacy of present acquisitions, should be useful to the B.T.I. in any case. If, as has been suggested, a Current Theological Bibliography is needed, and if the B.T.I. may be better qualified than any other organization to produce it, then the B.T.I. has a certain obligation to the world of scholarship to find out what can be done.

THE COORDINATION OF ACQUISITIONS

It may be easy to present convincing arguments for specialization by libraries, but it is usually difficult to reach agreements and, most discouraging of all, the agreements that can be reached are often disregarded in practice. One point to keep in mind is that the freedom of librarians is distinctly restricted; though he may expect today to continue intensive collecting in certain fields and to neglect others in which his neighbors are specializing, the librarian's expectations

may be completely confounded next year by new appointments to the faculty or new courses.

What B.T.I. libraries and others in the Boston area can do in specialization will depend to a great extent on how the B.T.I. as a whole develops. If the schools were to move into a single vicinity, as in Berkeley, a single B.T.I. library could be advocated; there would still be difficulties in coordinating its collecting policies with those of the Harvard College Library and other libraries of the area, but obviously the problem would be greatly simplified. This having been dismissed as impossible, the next best thing, from the standpoint of reducing complications and duplication in collection-building would be to concentrate research collections (as distinguished from seminary "B.D. collections") in a single one of the member libraries.

One could advocate that Andover-Harvard, the largest of the collections, be constituted the B.T.I. research library, and that, as one means of further strengthening it, the theological and church-history holdings of the Widener Library be transferred to it. There seems to be little prospect, however, that the Faculty of Arts and Sciences at Harvard——particularly the historians——would agree. The Widener building has been severely crowded for years, and major subject collections have been moved out, including music, fine arts, and education; but it seems to have been agreed that most of the church-history collections must remain, though some transfers might be approved. Unless member schools of the B.T.I. should decide to discontinue their advanced courses and to depend on Andover-Harvard for

instruction beyond the B.D. level, it is also unreasonable to expect that they will approve wholesale transfer of their research materials to Andover-Harvard or that they will suspend current acquisition of such materials. On the contrary, at least one of the schools, Boston College, is just moving into graduate work in religion and clearly must make a major effort to strengthen its collections in order to support doctoral programs. This will be expensive and cannot fail to entail considerable duplication of other collections despite the plan for specialization that will be proposed here.

It should be noted that some 70,000 volumes at Andover-Harvard belong to Andover Newton, which clearly is making a contribution to the general welfare by its deposit of these books in the strongest theological research collection of the area. Cooperative plans may be hampered to some extent (as planning at Andover-Harvard is) by uncertainty regarding the future of this arrangement. This suggests that some quid pro quo might be offered to Andover Newton for making the deposit permanent, but an endless series of questions arise if a cooperative undertaking attempts to balance its accounts, and a B.T.I. library program might never begin if it had to start by making sure that the benefits derived by each institution will be proportionate to its contributions.

The program to be proposed here can promise no radical changes in collecting and no dramatic reduction in duplication. There is some specialization already; each of the libraries is known to be receiving some current periodicals that are not received by any other library in the area, and a survey of monographic acquisitions would

undoubtedly produce comparable findings. While the ecumenical movement tends to reduce specialization, there are still particular denominational interests. The B.T.I. schools must continue to maintain a number of research collections, but the largest of their libraries, Andover-Harvard, inevitably functions as a central research collection to some extent; there are a number of languages in which no other Boston-area theological library is acquiring publications, and its strong reference holdings make it a bibliographical reservoir.

Definition of Policies

Any systematic effort to increase specialization must begin with an examination of present acquisition policies. There are now no written guidelines for collecting by B.T.I. libraries except those that were prepared ten years ago in an effort to avoid needless duplication between Andover-Harvard and the Harvard College Library. With the assistance of the B.T.I. Librarian, each of the libraries (as well as the libraries of the Gordon Divinity School, the Hellenic College Greek Orthodox Theological School, and other institutions that may wish to participate) should attempt to state as clearly as possible what it now seeks to collect. Statements of acquisition policy tend to be far too vague and abstract; as the B.T.I. statements are drafted and revised, Father Tetreau's list should be highly useful because the practical results of present policies are demonstrated by the hundreds of current periodicals

that each library receives and by the hundreds of others to which it has not subscribed.

A check of Ulrich against Father Tetreau's list (Appendix B) identified nearly 500 theological periodicals that were not being received by any of the libraries. Other bibliographies should be checked by the B.T.I. Librarian in order to add to this list of titles not received. Analysis of the list can then serve at least three purposes. Some of the journals are in fields which Boston-area libraries are attempting to cover comprehensively; these, in other words, have simply been overlooked, and it can be expected that subscriptions will be placed as they are identified. Others will represent areas not now being covered adequately by any library in this area; if a grant for the Current Theological Bibliography can be obtained, it might well pay for initial subscriptions, but the library that accepts each of these ought to undertake to continue the subscription from its own funds after the grant terminates. Still other journals will not be of interest here, and examination of these titles will help the B.T.I. to define the types of publication that it does not intend to collect or to include in its bibliography.

Specialization Agreements

The next step will be to invite each participating library to accept responsibility for comprehensive collecting of specific segments of the whole; ideally, a home would be found for each, and there would be no "orphan" subjects. As a library attempts to increase the collective resources of the area by acquisition in new

fields and by more intensive collecting in some of its present interests, evidently it must either spend more money or reduce its acquisitions in subjects covered by other libraries. In so far as it embraces the latter alternative, it becomes increasingly dependent on the others; it should have some assurance that they will not abruptly change their policies and fail to acquire the publications for which it is counting upon them. While no institution can be expected to commit itself for all time, it is reasonable to ask for an agreement that advance notice of changes be given. Even more specific assurances are possible in the case of periodicals: Each library should agree that it will not discontinue a subscription unique to the area without prior notice. When responsibilities are relinquished, the B.T.I. Librarian must attempt to find another library that is willing to accept them.

What has been proposed here closely resembles the Farmington Plan, a national project sponsored by the Association of Research Libraries under which, since 1948, some sixty libraries have attempted to increase the nation's total resources for research. "Ideally—if the plan could be extended to all countries and all types of publication, and if it could be made fully effective—it would make sure that one copy at least of each new foreign publication that might reasonably be expected to interest a research worker in the United States would be acquired by an American library, promptly listed in the National Union Catalog, and made available by interlibrary loan or photographic reproduction."*

---

* Edwin E. Williams: Farmington Plan Handbook, revised edition (Association of Research Libraries, 1961), p. 9.

While the plan still falls far short of this ideal, particularly because it still excludes serial publications, it is the most successful undertaking in specialization thus far at the national level. Andover-Harvard and Boston College participate; between them they now share the responsibility for monographic theological publications of most Western European nations and a few others. This is evidence, incidentally, that the B.T.I. is indeed the appropriate sponsor for a Current Theological Bibliography. It should also be noted that, if the Boston area develops its own specialization plan, some of the Farmington Plan receipts of these two libraries will fall within subdivisions of theology for which other Boston-area libraries have accepted responsibility. Presumably arrangements should then be made either to amend the Farmington allocations accordingly or to forward such receipts from Andover-Harvard and Boston College to the appropriate collection.

Duplication

It is recommended that in the Boston area, as under the Farmington Plan, specialization agreements be positive: Each library will undertake to collect specified materials, but there will be no agreement to restrict the extent to which it collects in fields for which other libraries have accepted primary responsibility. With definite specialization agreements——and particularly if a collective acquisitions list is produced as a by-product of the Current Theological Bibliography——duplication will be evident and deliberate. This can be expected to lead to some reduction in duplication, but the extent

of reduction will depend on the policies of each institution—— policies that are not for the most part established by its library—— as well as on the interlibrary communication and lending services that can be developed and the extent to which professors and advanced students are able and willing to use libraries other than their own. It should become possible to estimate costs of duplication in participating libraries, but the significance of these costs is not entirely clear so long as we cannot assess in dollars the cost of inconvenience to a professor or student each time a book that he needs is not immediately accessible. As has been suggested apropos of the graduate programs now being developed at Boston College, duplication by libraries is inevitable whenever two or more schools sponsor teaching and research in the same field.

CENTRALIZATION OF PROCESSING

The Graduate Theological Union at Berkeley has completely centralized acquisition and cataloguing. The system is operating, but costs are high, and it might be unacceptable if physical union of the libraries were not anticipated in the immediate future. In Berkeley, as in Boston, a variety of classification systems had been used; everything has been classified according to the Library of Congress system since the centralized operation was instituted, so each library now has two collections——one under its old classification and one under the new. The inconvenience is tolerable as part of the unification process, but Boston cannot plan such a union.

The present acquisition and cataloguing procedures of B.T.I. libraries are more flexible and responsive to special needs of students and professors than a centralized system could be; they are probably cheaper. It should be noted incidentally that any economies of centralization should be expected to diminish as duplication is reduced; multiple copies of the same book provide the greatest opportunities for savings. While centralization cannot be recommended now, the B.T.I. Librarian should be alert to opportunities such as those that may arise with further developments in Library of Congress distribution of catalogue data in machine-readable form.

Production of a Current Theological Bibliography will also involve problems related to centralization. The Harvard Law School Library can easily channel all current acquisitions through the Current Legal Bibliography office, but the B.T.I. will encounter complications. For books, it may be able to depend upon copies of catalogue cards supplied by participating libraries (except in the case of festschriften and other collections of articles); for periodicals, presumably each library might route certain titles to a special shelf that would be cleared at least once a week by an indexer for the Bibliography.

In subjects for which it has accepted responsibility, a library is likely to select titles from national bibliographies or to receive them from Farmington Plan agents, and hence to acquire them more promptly than the more selective library that waits for book reviews. Since the Current Theological Bibliography should promptly record what has in fact been received and catalogued, it is reasonable

to expect, particularly in the case of foreign publications, that a library might often be able to reduce duplication of cataloguing work by requesting the Bibliography Office to supply copies of cards already made. So long as there is no uniformity in classification and subject-heading systems, subject cataloguing would still have to be modified for its own use, but in some cases the entry in the bibliography would serve as well as the full card, since establishment of the main entry for a publication is often the time-consuming part of the cataloguing process.

PERSONNEL SERVICES

If he is kept informed of vacancies and prospective vacancies on library staffs, the B.T.I. Librarian should be able to help in locating candidates. Presumably he would keep in touch with the personnel offices of major libraries and universities in the area, and persons interested in theological library work would be referred to him when they apply at these offices.

As the libraries work more closely together and as advanced students and professors make increasing use of collections outside their own institutions, librarians should be encouraged to familiarize themselves with other theological libraries of the area. Transfer of personnel from one staff to another may sometimes be desirable, and two or more libraries may occasionally arrange to share a staff member. In planning to provide indexers for the Current Theological Bibliography it should be kept in mind that four or five part-time indexers

could bring to bear a wider range of linguistic and subject knowledge than one or two full-time employees. Reference work in a B.T.I. library and indexing for the Bibliography would seem to be a particularly promising combination; both the library and the Bibliography might benefit.

INTERLIBRARY COMMUNICATIONS AND USE

To some extent nearly everything that has been suggested in this report will tend to encourage students and professors to turn to other Boston-area libraries that can supplement the resources of their own institutions. Through the Guide, the lists that may be produced, and the proposed Current Theological Bibliography, they will be informed of the existence and location of this supplementary material, and coordination of acquisitions should increase its quantity.

In many cases the individual will go to the material. Specialization in collecting will often facilitate use of this kind by increasing the probability that the area's comprehensive research collection in a particular subject will be in a single library, but it must be admitted that research projects will often overlap the boundaries that divide one library's specialties from another's. This report, unfortunately, cannot propose a program that will eliminate these difficulties, improve transportation, provide parking for scholars, or even abolish the fees that are an obstacle to use of the Harvard College Library by members of four B.T.I. schools.

In some cases the scholar will be better served if information, books, or copies of library materials can be transported to him. This will not be the case when he needs to explore a strong research collection in order to discover what is there; but, when a fact or a few specific books or articles are required, it ought not to be necessary for him to leave his own school. Office-copying machines are available in each of the B.T.I. libraries, and it would be desirable to establish uniform rules and procedures for handling requests for copies of periodical articles; indeed, there are good arguments for eliminating the lending of periodicals and relying on photocopies to take its place. The mails are so slow that they discourage local interlibrary lending; B.T.I. libraries should accept requests for loans by telephone and, unless it is practicable to set up a regular B.T.I. messenger service, arrangements should probably be made to have materials transported by a commercial parcel service.

Boston College is to be linked with the Boston Public Library by Telex. At present there does not seem to be a volume of traffic sufficient to warrant extension of this system to all B.T.I. libraries, but the possibility should be re-examined as traffic increases.

It has been assumed that each school must provide for the normal library needs of its own students; this report, consequently, has been concerned almost exclusively with research collections and services, but possibilities at a more elementary level should not be overlooked. If, for example, plans should be made to give a course at one school during one semester and at another the next, it might well be possible

to transfer a reserve-book collection for the course from library to library.

ADMINISTRATION

Initially, at least, the staff of the B.T.I. Librarian will consist only of a secretary. It has been suggested that, if the Current Theological Bibliography can be launched, arrangements might be made for members of its indexing staff to serve part-time as reference librarians in participating libraries. Even with the Bibliography, however, the staff will be small and there is no reason to anticipate organizational problems.

The status of its Librarian within the B.T.I. should be clearly defined. It seems evident that he should be responsible to the Director of the B.T.I., and that he should serve as the Executive Secretary of an advisory Library Committee on which each member institution would be represented. It would be desirable for him to attend meetings of the library committees of these institutions, since it is essential that he keep himself informed of all developments affecting the B.T.I. libraries.

The Librarian will encounter transportation and communication problems. For the present at least, Andover-Harvard would seem to be the most convenient location for his headquarters, with a supplementary base at St. John's, which is centrally located with respect to the libraries located outside of Cambridge. It is believed that both libraries will be able to provide space for him.

CONCLUSIONS

The B.T.I. libraries are not in need of a revolution, and the library program that has been recommended here is not designed to overthrow an unsatisfactory régime. Each library is making effective use of present resources and, though well aware of problems and limitations, is serving its own community well; much might be lost by ill-considered changes. In particular, the competent librarian of a relatively small community can know his faculty and students, keep in touch with their changing needs, and respond more quickly and flexibly than is possible when size necessitates a less personal and more bureaucratic relationship between the library and those who use it.

Since the schools cannot move to a single campus they cannot establish a united library. If they could, economy of operation and convenience of use would outweigh the disadvantages of greater size, particularly since that size still would not be enormous——a united B.T.I. would be smaller than the Law or Business School at Harvard. Under the circumstances, since the inconvenience of dispersed resources cannot be eliminated by union, it would be a grave mistake to sacrifice the major advantages of present decentralization by setting up a system of centralized processing that would delay responses to special needs, reduce flexibility, and produce more uniform——but probably more expensive——cataloguing.

When a move can bring two libraries together physically as the Episcopal Theological School and Weston have done, it is all to the

good; six locations for B.T.I. libraries are more convenient than seven. With this in mind, it has not been recommended that the B.T.I. explore suggestions that have been made for establishment of a central storage facility, which might be set up within the New England Depesit Library; this might eventually be considered, but another B.T.I. collection could not be advocated at present.

A B.T.I. library program clearly cannot enable the schools to reduce their library expenditures, but it can lead to more effective use of money and of facilities and can tap new sources of funds for the support of projects that could not be undertaken individually. This report has suggested a number of means for improving services and increasing resources through work that can best be planned and administered centrally. Under the heading of information on libraries and their holdings, such projects include a guide or handbook, a library newsletter, and a list of periodicals currently received, which should eventually be developed into a union list of serials. A Current Theological Bibliography, it has been recommended, should be given a higher priority than a union catalogue. The value of such a bibliography to theological scholarship in general has been emphasized here, but its particular contribution to the local community should not be underestimated; it will list what is available in the Boston area and enable the scholar to scan what is being acquired as he might scan new-book and current-periodical shelves if all theological materials were going into a single collection. A specialization agreement for theological libraries of the Boston area has also been proposed, and certain savings in cataloguing may be by-products of

this and of the current bibliography. It has been recommended that the B.T.I. Librarian serve as a clearing house for personnel placement, and that he work on the improvement of communications between libraries.

Obviously such a program will need constant modification as work on it proceeds, and a general review and re-examination of it ought to be scheduled not more than two years after it begins. While the B.T.I. librarians have indicated that they approve in principle the recommendations that have been made, any library program designed in 1969 will soon need revision because of changes in theological education and in the B.T.I. as well as of technological developments vitally affecting libraries. Mistakes are inevitable, but, if theological schools in this area had not been willing to risk taking some first steps, not all of which would ultimately turn out to have been in the right direction, the B.T.I. would never have been established.

As an outline of the work that the B.T.I. Librarian is expected to undertake, this report should help the organization to seek candidates for the position and to choose among them; it should also help the successful candidate, who will not be moving into an existing position or even into an existing library. He will need to be remarkably capable, but how well he succeeds will also depend on B.T.I. librarians, professors, and administrators. If he is to get the help he will need, they must be convinced of the value of what he is attempting to do. It follows that mere assent to recommendations is not enough; vigorous and continued support is essential.

RECAPITULATION OF RECOMMENDATIONS

Staff. A secretary should be employed as soon as possible, and a Librarian for the B.T.I. should be engaged to start work in July 1969. He should be responsible to the Director of the B.T.I. and should serve as Executive Secretary of an Advisory Library Committee representing all member institutions.

Current Periodicals List. The list prepared for the Boston Public Library by Father Tetreau should be revised, keypunched, and published. New editions should be scheduled annually. (This work, it is hoped, can be begun by the secretary before the Librarian takes office.)

Guide to Resources for Theological Research in Libraries of the Boston Area. The Librarian should prepare an edition for publication early in 1970, with revised and expanded editions annually thereafter.

Newsletter. The Librarian should prepare this for publication at quarterly intervals; eventually it might become a monthly or might be expanded into a scholarly quarterly of current acquisitions.

Plans for a Current Theological Bibliography. The first step should be a survey of current acquisitions by the B.T.I. Librarian. With the help of his Library Committee and outside consultants, he must then reach decisions on scope and content of the publication, arrangement, method of production, by-products desired, and financial needs. On the basis of these plans, an application for a grant must then be prepared.

Specialization Agreements. The first step in coordinating acquisitions and developing a "Farmington Plan" for theological libraries of the Boston area must be definition of present collecting policies. This is a task for each library, assisted by the Librarian of the B.T.I., who will be engaged in the closely related task of surveying current acquisitions. Specific agreements must then be negotiated. Duplication can be reduced but certainly not eliminated when separate schools are sponsoring teaching and research in identical or overlapping fields.

Personnel. The Librarian of the B.T.I. should serve as a clearing-house of personnel information and should encourage interchange of staff and sharing of personnel in some cases.

Interlibrary Use. Uniform rules and procedures for copying services should be established. For the present, requests should be accepted by telephone and arrangements for transportation should be made with a commercial firm; Telex and a regular messenger service should be substituted as soon as the traffic warrants. Possibilities of transferring reserve-book collections should be investigated.

Priorities. The foregoing projects will call for the attention of the B.T.I. Librarian as soon as he takes office. It has been recommended that action on other projects be deferred. A Union List of Serials will call for further consideration within two years. A Union Catalogue, it has been suggested, might be built up with machine-readable data from the Widener shelflist project as its first unit; plans for it will depend also on projects of the Library of Congress for national dissemination of bibliographical data. Reduced duplication of cataloguing work may be developed as a by-product of the Cur-

rent Theological Bibliography and of specialization agreements.

Review. A general review and re-examination of the program should be scheduled for 1971.

#59

APPENDIX A: DATA ON THE CURRENT LEGAL BIBLIOGRAPHY

The Annual Legal Bibliography and its monthly supplement, Current Legal Bibliography, have been published since 1960/61 by the Harvard Law School Library.

Circulation: 850, chiefly to libraries (only about 150 to law firms). Note that the current (26th edition) American Library Directory lists 560 law libraries in the United States and 598 religious libraries.

Subscription rate: $15 per year (includes both monthly issues and annual). This is remarkably cheap for a reference work, and could undoubtedly be doubled without discouraging many subscribers.

Content: Both books and periodical articles. Monthly issues run to 30 pages each (some 1,800 items); the last annual contained 544 pages (nearly 30,000 items). The annual is not simply a cumulation, but is considerably less selective than the monthly issues.

Staff and Costs: Selection and classification, done (part-time) by four reference librarians, requires only approximately the equivalent of one full-time person. Typing: one full-time employee plus some part-time assistance. Mounting cards takes one person about six weeks per year. Subscriptions, distribution, etc., handled by Librarian's secretary. Printing costs: $6,000. Hence production costs (typing and printing) are budgeted at about $14,000, approximately covered by subscription income; the Library contributes time of reference librarians, filers, and secretarial work for distribution.

Selection criteria are flexible. All books acquired by Law School Library are listed, but pamphlets (50 pages or less) are included only very selectively. Substantial articles are listed, but anything of five pages or less is included only if it seems important. Current faculty interests are taken into account in listing articles not strictly legal in nature.

Arrangement: Classified——a scheme devised for the bibliography, but closely resembling the Library's classification. There are 350 headings, most of them subdivided into common law, civil law, and international law, with further subdivision by jurisdiction.

Volume of Literature: The Law School Library adds some 24,000 volumes per year and receives more than 4,000 periodicals, but many of the latter are compilations of statutes, decisions, etc., which do not figure in the bibliography, so it is not clear how total periodical literature compares with the 1,990 B.T.I. current serials listed by Father Tetreau.

Duplication: The bibliography includes many periodical articles also listed in the Index to Legal Periodicals (published by the H. W. Wilson Co. for the American Association of Law Libraries), but it is felt that different purposes are served by the two publications and that competition is not a problem.

APPENDIX B: RESULTS OF CHECKING SERIAL RECEIPTS

The figures given here are based on the list prepared for the Boston Public Library by Rev. Richard D. Tetreau, S.J. There are undoubtedly errors, as he pointed out in his prefatory note, but it is unlikely that they would affect the validity of general conclusions and comparisons.

The total number of current periodicals received, and the number of "unique titles" (i.e., periodicals received by only one of the collections covered by the list) can be tabulated as follows:

Library	Titles Received	Unique Titles
Andover-Harvard	1,156	633
Andover Newton	374	59
Boston University School of Theology	626	215
Episcopal Theological School	220	32
Gordon Divinity School	284	75
St. John's Seminary	246	30
Weston	428	111
Boston Public Library	344	33
Total	3,678*	1,188

This seems to demonstrate that each library has something unique to contribute to total resources of the area.

Father Tetreau's list was checked against the theological section of Ulrich's International Periodicals Directory, and 576 items were found in the latter that do not appear among the 1,990 in the former. Of these, 79 were found in the Widener Library, leaving 497 not reported in the Boston area. A review of the 497 by Mr. Stange of the Andover-Harvard staff led him to place orders for sample copies of 72 periodicals that might be of interest to the Andover-Harvard Library. (A later report, as samples are coming in, indicates that relatively few are proving to be desirable additions to the Andover-Harvard collection.) Of the remainder, 41 ought not to have been listed because they had ceased publication or were in fact at Andover-Harvard already. Some 190 were identified with particular denominations, and might be of interest to another library in the area. There were 55 "youth" publications and 28 devoted to missions; the remainder (111 in number), in Mr. Stange's opinion, were not worth considering for acquisition by any library in the area. Obviously opinions may differ on this, and examination of titles of this kind should enable the B.T.I. to identify questions that must be decided in order to define its collecting policies.

---

* There are 1,990 different titles.